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THE NATIONAL SHIPBUILDING RESEARCH PROGRAM

A Model for a Contractor Health and Safety Management Program

U.S. DEPARTMENT OF THE NAVY
CARDEROCK DIVISION,
NAVAL SURFACE WARFARE CENTER

in cooperation with
National Steel and Shipbuilding Company
San Diego, California

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A MODEL FOR

A

CONTRACTOR HEALTH AND SAFETY

MANAGEMENT PROGRAM

December 1998

National Shipbuilding Research Program
SNAME Panel SP-5
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Prepared and submitted by:

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Newport News, Virginia

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Newport News Shipbuilding would like to thank the management and health and safety professionals at IBM in Austin, Texas, and Dow Corning in Carrollton, Kentucky for allowing us to visit their facilities and for providing information on their contractor health and safety management programs.

Disclaimer Statement

The need to employ the services of contractors is a business decision that each shipyard faces. Along with that decision comes certain responsibilities for the health and safety of contractor employees. Exactly what those responsibilities are has been a source of debate in numerous court cases challenging OSHA's citation policy relative to multi-employer work sites. Specifically, various companies have been cited for unsafe acts committed by contractor employees, particularly when OSHA interprets that the "host" employer exercised "control" over the contractor's employees. Therefore, it is recommended that your company's legal counsel review decisions concerning the establishment and operation of a contractor health and safety program to determine the best approach for your company. The methods developed and published in this document are guidelines to assist in developing and administering a contractor health and safety management program. The National Shipbuilding Research Program (NSRP) advocates consulting with your legal counsel prior to implementation and will bear no liability or responsibility for citations or fines that might be incurred as a result of implementing this program.

Executive Summary

Newport News Shipbuilding was contracted by the National Shipbuilding Research Program (NSRP) to develop a model contractor health and safety program for shipyards. During this project several documents were prepared in a format which would facilitate safety and health management of contractor activities at shipyards.

The elements of a good contractor health and safety management program include management support for the program, a procedure for selection and evaluation of contractors, orientation of contractor personnel to the shipyard, methods for monitoring contractor performance, and overall evaluation of the program. This report provides sample documents that incorporate these elements in a comprehensive program. Shipyards may use these materials as templates to assist them in developing and implementing their own contractor health and safety programs.

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SECTION I

Preparation of a Model Contractor Health and Safety Program

Introduction

Use of contractors is an integral part of shipbuilding and repair. Contractors are selected for their ability to provide the requested service, and their production performance has a direct impact on the shipyard. However, the health and safety performance of its contractors also impacts the shipyard. For example, the actions of a contractor may directly affect the health and safety of shipyard employees or impact the reputation of the shipyard which hires them. The purpose of this project is to provide a model contractor health and safety program that can be adapted by a shipyard to provide a comprehensive health and safety program benefiting all personnel who work on-site or under the shipyard's cognizance.

OSHA has incorporated requirements in recent standards regarding coordination with contractor personnel on site. In some cases, the site owner may be considered at least partially responsible for the activities of contractor personnel on their site. For example, in the Process Safety Management Standard, 1910.119, OSHA specifically requires employers to "obtain and evaluate information regarding the contract employer's safety performance and programs" when selecting a contractor; and to "periodically evaluate the performance of contract employers" relative to their obligations under that standard. Additionally, in their Voluntary Protection Program criteria, OSHA is currently considering, for evaluation purposes, including contractor injuries as part of the site company's total recordable injuries.

Contractors may be used for facilities work, or they may be subcontractors to the shipyard working under a separate shipyard contract to build or repair a ship or equipment. For the purpose of this report the term "contractor" will be used to include all contractors and subcontractors used by the yard for on-site work or shipboard work under the shipyard's cognizance.

The shipbuilding and repair business presents many possible convolutions of the yard/contractor relationship. For example, contractors may be hired by the ship owner, such as a commercial firm or the U. S. Government, instead of by the yard itself. The intent of this document is not to address these additional types of customer/contractor relationships. However, the health and safety performance of customers and customer contractors may also have an impact on the records and/or reputation of the shipyard. Health and safety management must also be considered during these contractual relationships.

The elements of a good contractor health and safety management program include management support for the program, a procedure for selection and evaluation of contractors, orientation of contractor personnel to the shipyard, methods for monitoring contractor performance, and overall evaluation of the program. The program provided in this report provides a mechanism for shipyards to use in strengthening these elements in their own health and safety programs.

Contractor Health and Safety Management Program

In this report several documents are provided in a format that can be easily modified to fit the needs of most shipyards. The generic name “ABC Shipyard” has been used as a placeholder for the company name. Specific environmental issues were not addressed during this project. However, the documents presented may be added to as necessary to accommodate environmental as well as additional health and safety concerns specific to the yard utilizing this report. Because of the variety of legal and contractual issues involved, shipyard personnel cognizant of these issues (e.g., Legal and Accounting) must be involved in determining how these documents will be used.

To aid in using this information, we have provided a brief description of each of the major sections of the report.

Health and Safety Policy Statement

The policy statement is a vehicle for communicating management commitment to the program. Such a statement makes it clear that the company has a concern for the health and safety of all personnel who must work at or visit its property. Although there are several reasons for contracting out certain jobs, including the need for specialized skills or variations in work load, there must never be an attitude that “the dangerous jobs go to contractors.” This generic policy statement makes clear that contractors, visitors and other “non-shipyard employees” are provided the same assurance as the site’s own employees. This is presented in Section II.

Contractor Health and Safety Management Procedure

The procedure presented in Section III of this report incorporates the major elements of a good contractor health and safety program. The organizations within a company which have the specific responsibilities listed in the procedure may be different from those identified. For example, this report uses the term “contractor coordinator” to represent that shipyard individual with oversight responsibility for the contractor’s production and health and safety performance. Other shipyards may use a different term.

This procedure is the heart of the program. Subsequent documents provided in this report are referenced in this procedure as appendices, and for ease of referral are consistently labeled as appendices both in the procedure and in this report.

Contractor Health and Safety Evaluation

The contractor selection process is a critical piece of the contractor health and safety management program. The document in Appendix A, “Contractor Health and Safety Evaluation Form,” is to be provided to candidate contractors sufficiently early in the contracting process to allow evaluation of the completed form and ancillary documents prior to contract award. Additionally, this form should be updated by the contractor periodically (e.g., annually). This form requests two important types of information for evaluation: historical health and safety performance data, which include OSHA recordable injury/illness rates and experience modification rates (EMRs), and contractor health and safety programs applicable to their shipyard work.

Documents to be used by the evaluating shipyard during both the selection process and the periodic review are provided. In Appendix B, “Contractor Historical Evaluation Criteria,” injury/illness rates and EMRs are compared to internally set guidelines. These are standard indicators that can be used to compare different contractors within the same Standard Industrial Classification (SIC) Code. Specific criteria can be chosen by the shipyard, examples being an injury/illness rate “at or below the industry average,” or “at or below one and one-half times the industry average” for their SIC code, or “at or below 1.0 for EMR.”

The second document, “Contractor Health and Safety Program Administrative Evaluation,” is provided in Appendix C as a mechanism to review contractor health and safety programs. Contractors should provide copies of the health and safety programs for activities that are applicable to their work at the shipyard. This document is to be used by the shipyard to evaluate significant elements of the contractor’s program. It is not designed to capture all required elements of a program, but more to serve as a guide in gauging the quality of the program information provided by the contractor.

Non-Employee Orientation

It is important that contractors, visitors, and other non-shipyard employees have information about the rules and procedures of the shipyard and the hazards they may encounter. This information may be provided through a variety of ways, such as orientation booklets, films, or other presentations. Appendix D provides a short list of items that should be addressed in a contractor and visitor orientation program.

Contractor Health and Safety Inspection

Once an acceptable contractor is in the shipyard, a monitoring program should be in place to ensure that the contractor is following applicable rules. Appendix E, “Contractor Health and Safety Inspection Form,” is intended to be used to evaluate the routine activities of a contractor once they are on-site. An appropriate time frame should be developed in which each contractor is evaluated using the inspection criteria contained in

the form. A summary of these inspections should be maintained. An example summary form is included in Appendix F. “Coordinator Report on Contractor Health and Safety Field Performance” is intended to be completed by the shipyard person (contractor coordinator) overseeing the contractor.

Contractor Health and Safety Program Audit

Once a good program is in place, it is necessary to review it periodically to ensure that it is running as intended and to identify needed improvements where necessary. The “Contractor Health and Safety Program Audit” in Appendix G is a protocol for the overall assessment of the program.

Lessons Learned

The following section describes lessons learned at Newport News Shipbuilding during the development and implementation of a contractor health and safety management program. Our experience incorporates information obtained from benchmarking visits to facilities with excellent contractor health and safety management programs.

Program Development

Program development requires interaction between various departments throughout an organization. Departments such as Health & Safety, Legal, Trades, Accounting, etc. should be brought together in a team effort and represented by individuals capable of making decisions for their organizations. The development process may also include representatives of other stakeholders such as contractors. Listed below are various items found to bring the program development process to a successful conclusion through the team effort.

- Stakeholders (e.g., Purchasing, Security, Coordinators, etc.) must accept ownership of the various program elements and their responsibilities.
- Legal should review all program elements during development to ensure the program does not conflict with local, state, or federal law. Company legal positions must also be considered. For example what affect do enforcement activities have on the company/contractor relationship?
- Develop and plan for training requirements associated with the new program for the various departments.
- Establish stakeholder responsibilities for compliance monitoring, enforcement, and recordkeeping.

- Establish recordkeeping requirements and communication guidelines.
- Develop evaluation guidelines for contractors and subcontractors. Will the program require subcontractors to be evaluated the same as primary contractors? What role should the primary contractor play in the evaluation and selection of subcontractors?

Implementation

Program implementation will be a period of growth and learning for the organization implementing a contractor health and safety program as well as the contractors affected by it. Realizing this can help smooth the implementation process.

The size of your organization, the number of contractors, type of contractors (shipboard vs. facilities), their ability to address new program requirements, and the time frame for implementation will affect implementation. Some of the lessons learned during NNS contractor health and safety program implementation and shared with us during benchmarking visits are provided below.

- Clear communication between the contractor coordinators and contractors is necessary to ensure that conflicts between production and health and safety concerns do not occur.
- Ensure contractors understand the mission and scope of the program during implementation. This will facilitate communication later. Many contractors have found it advantageous to assign a safety & health professional to the job site during this initial process.
- Initial evaluations will create a great deal of administrative, technical, and clerical work. A new program may need to be implemented in phases such as starting with facility-based contractors and then moving to shipboard contractors.
- Evaluation criteria should be developed and communicated with contractors during the initial evaluation process to reduce confusion. This will be a learning experience for both groups.
- Contractors may not have the same level of regulatory understanding as the host and many will have regulatory program issues to address. The evaluation process should allow for the development of action plans to address contractor program short falls.
- Centralizing contractor management and contractor oversight within each of the various departments (shipboard and facilities) may economize the management process.

Program Management

As with any program, once it has been developed and implemented, then it must be managed. Management of a contractor health and safety” program creates a dynamic environment due to contractor ability to manage safety and health programs, the diversity of the groups in the program, and the various sizes and complexities of the contractor organizations. In addition, contractors may have established practices that are acceptable at some work sites, but not at others. Listed below are ideas to strengthen program management.

- Special consideration may be given to historical data due to the size of the contractor and the number of hours worked. Total Case Rates (TCR) for small contractors can be affected severely by only one or two accidents. While these rates are intended by the Department of Labor to level the playing field between large and small companies, smaller companies do feel the impact of significantly higher rates resulting from very few accidents.
- Special categories may be used to determine the need to evaluate contractors. For example, contractors such as soda/food vendors may be excluded due to the low risk they present to the facility. Other contracts may require vendors to enter the site to service material or equipment. Many times they provide maintenance or other similar services and should be evaluated prior to entry. At a minimum, all contractors should be required to take part in the site orientation to ensure they are aware of the potential hazards and actions to take during an emergency.
- As with any well-managed program, an internal audit should be developed and performed on a regular basis. This allows the host to ensure all stakeholders are following the program elements. It should identify problematic areas and possibly areas that could be improved, streamlined, expanded, or even eliminated.
- A policy should be developed that prohibits circumventing the contractor selection and evaluation process. An attempt to circumvent the process may occur when a sole source contractor is needed, but that contractor does not meet the selection criteria. In these cases, an action plan may be required in order to allow the contractor to work, but that still provides for the health and safety of all persons.

SECTION II

ABC Shipyard Health & Safety Policy Statement

People are our most valued resource and their health and safety is our primary concern. We are committed to providing a workplace free from recognized hazards, which might cause injury, illness or death to our employees, contractors, customers, and visitors.

ABC Shipyard has established a comprehensive health and safety program that incorporates applicable government regulations and systems for managing occupational health and safety risks. As such, a rigorous process has been developed to ensure that only contractors with acceptable health and safety programs are permitted to work at ABC Shipyard.

In addition to ABC Shipyard employees, we expect all non-employees to follow all applicable government regulations and ABC Shipyard procedures. Every individual through a cooperative effort is expected to contribute to safe operations, as it is an integral part of all operations at this facility.

SECTION III

Contractor Health & Safety Management Procedure

National Shipbuilding Research Program

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PART I - GENERAL

A. PURPOSE

1. This procedure covers the requirements for contractors, customers and visitors to follow good safety, and industrial hygiene practices so all workers at ABC Shipyard are provided a safe work environment.
2. This procedure defines responsibilities of ABC Shipyard management regarding the health and safety of contractors, customers and visitors and the control of work performed by contractors for ABC Shipyard.

B. SCOPE

This procedure pertains to all ABC Shipyard contractors, their subcontractors, customers, customer contractors, leased employees and visitors.

C. APPLICABILITY

This procedure is applicable to all operations and departments at ABC Shipyard.

D. REFERENCES

Include shipyard or regulatory standard references as needed.

E. SUPERSESSON

This procedure supersedes any ABC Shipyard procedure addressing the management of contractors, customers and visitors, except specific ABC Shipyard health and safety procedures.

F. DEFINITIONS

1. "Contractor"— a company or individual contracting with ABC Shipyard to perform work at ABC Shipyard facilities. This does not include leased employees or customer contractors.
2. "Contractor Coordinator" — the ABC Shipyard employee responsible for monitoring work performed and health and safety performance of a contractor, customer or visitor.
3. "Customer"— an entity, or representative of that entity, which pays for ABC Shipyard's goods or services, to include customer contractors.
4. "Leased Employees"—contractors to ABC Shipyard (such as personnel from a temporary agency) who receive daily supervision from ABC Shipyard representatives.
5. "Production work"—
 - a. Operations which involve hazards to personnel, such as construction, demolition, hot work, blasting, painting, material handling, working with hazardous materials or equipment, and any other similar operations.
 - b. Clerical, office work and similar operations are not defined as production work.

6. “Production area”— all areas in the ABC Shipyard except:
 - a. Offices
 - b. Other excluded areas as determined by Health and Safety.
7. “Visitor”— personnel, other than contractors and customers, such as inspectors, sales or vendor representatives, and visitors, who may enter production areas, but not for the purpose of performing production work.

PART II - PROCEDURES

A. GENERAL

1. ABC Shipyard shall:
 - a. Require by contract that all contractors, customers and visitors and their employees comply with:
 - 1) Applicable Federal and State OSHA standards when working under an ABC Shipyard contract.
 - 2) Applicable ABC Shipyard health and safety rules, policies and procedures while on ABC Shipyard property.
 - 3) Safe work practices to ensure their own personal safety and the safety of those around them.
 - b. Require the contractor, customer, or visitor to stop or suspend their work and take the necessary corrective actions if they fail to comply with Health and Safety rules and regulations.
 - c. Monitor the contractors work to verify that the contractor is complying with it's rules and regulations
2. The Health and Safety Department is responsible for maintenance of this procedure. No change or revision to this procedure shall be made without the approval of Health and Safety.
3. Use of ABC Shipyard's equipment:
 - a. Contractors, customers or visitors are not authorized to use ABC Shipyard's production or other specialized equipment except by written agreement approved by the Legal Department.
 - b. Contractors, including leased employees, shall provide their own personal protective equipment, including associated training and fit or medical testing, except as provided by written agreement approved by the Legal Department.
4. When a vessel's employees or contractors (hired by the vessel owner) are authorized to perform work on their vessel and a discrepancy is noted between their work practices or procedures and those approved by ABC Shipyard, then:
 - a. The discrepancy shall be brought to the attention of ABC Shipyard, and
 - b. ABC Shipyard shall resolve the discrepancy based on the ABC Shipyard's safety and health policy and procedures.
5. Leased Employees:
 - a. ABC Shipyard shall provide in each purchase order the requirements for leased employees' supervision. (ABC Shipyard will supervise the employees or the supplier will provide supervision.)
 - b. ABC Shipyard shall require the supplier of leased employees to report all

injuries and illnesses occurring to leased employees to the coordinator (other than first aid cases).

- c. Supervisors of leased employees shall report:
 - 1) The names and social security numbers of leased employees (before they start work), and
 - 2) The date they stop working at ABC Shipyard.
 - d. ABC Shipyard will document leased employees' injuries/illnesses and hours worked. This information shall be included on the ABC Shipyard OSHA 200 log and summary.
 - e. Supervisors shall complete and process an "ABC Shipyard Accident Report" for all accidents involving leased employees.
6. Procedure Audit
- a. ABC Shipyard shall complete a procedure audit annually using the "Contractor Health and Safety Program Audit" (Appendix G)

B. NON-EMPLOYEE ORIENTATION

- 1. Applicability:
 - a. Non-employee orientation shall be provided for all contractors, customers and visitors who may enter production areas or perform production work at ABC Shipyard.
 - b. This orientation will include at a minimum the information provided in the "Non-Employee Orientation Guidelines" (Appendix D)
 - c. Non-employee orientation may be waived (at the discretion of the host project, department, or Security) for visitors who may enter a production area at ABC Shipyard for a brief time but who will be continuously escorted by responsible ABC personnel. In such cases the request for waiver shall be approved & documented by Health and Safety.
- 2. Orientation Process:
 - a. The site orientation shall be completed when obtaining a site pass.
 - b. The _____ department shall maintain current and site specific orientation materials. (video, booklet, film).
 - c. Health and Safety shall approve industrial hygiene and safety aspects of the orientation materials.
 - d. Any changes to the Health and Safety portion of the orientation materials shall be forwarded to Health and Safety for review and approval.
 - e. Health and Safety shall periodically review and revise these aspects of the orientation materials as necessary.
- 3. Non-employee orientation may be provided through other means when individual

orientation is not feasible. The Health and Safety and Security departments shall approve all non-standard orientation processes.

C. DEPARTMENTAL RESPONSIBILITIES

1. Prior to a contract starting date, Health and Safety shall be provided:
 - a. The name of the contractor,
 - b. A brief description of the work to be performed,
 - c. The name of the Contractor Coordinator and alternate,
 - d. Approximate duration of the contract including anticipated start date.
2. Coordinators shall be assigned from the operating department, trade, or project responsible for monitoring the work and they shall ensure that all contractors, customers and visitors perform their duties as required by this procedure.
3. Departments/projects/trades shall ensure that:
 - a. A contract coordinator or alternate is available during the entire period of the contract.
 - b. Coordinators or their alternates monitor contractor operations to assess regulatory compliance.

D. CONTRACTOR COORDINATOR RESPONSIBILITIES:

(Sections 3 & 4 do not address Health and Safety issues yet provide examples of other possible coordinator duties.)

1. Coordinators shall serve as the point of contact and source of information between ABC Shipyard and their assigned contractors, customers and visitors and shall:
 - a. Require contractors, customers and visitors to comply with all applicable fire, health and safety requirements.
 - b. Apprise contractors, customers and visitors of materials or conditions in the work area which may impact their employees' health and safety.
 - c. Allow contractors, customers and visitors to enter only those areas where they are to do their work.
 - d. Provide escort or directions to appropriate work locations.
 - e. Explain the use and purpose of work permits, as applicable to the operations.
 - f. Explain the importance of not disturbing essential systems such as electrical power, steam, etc.
 - g. Provide material and tool passes for supplier material, and require suppliers to report for exit processing.
2. Coordinators shall monitor that contractors and their subcontractors hold safety

meetings with their own personnel at least monthly:

- a. Contractors should use the ABC Shipyard Health and Safety publication for information, where applicable.
 - b. Coordinators should attend these meetings.
3. Coordinators shall ensure:
- a. Notification is provided when replacement material is required.
 - b. The contractor understands the aspects and limits of the work he is to accomplish.
 - c. The contractor is aware of any pertinent work in progress on the affected system or within the assigned work area that may impact their work (e.g., welding, overhead, hydrostatic testing, electrical testing, painting, or blasting etc.).
 - d. The contractor is provided a supplement to the job for any increase in scope of work or additional work as approved by the cognizant individual.
 - e. Defined work has been completed by the contractor,
 - f. Work hours are documented correctly.
 - g. The contractor notifies the coordinator of job completion prior to leaving.
4. Coordinators shall review the work done by and evaluate the performance of the contractor.
- a. Appropriate departments shall provide information on issues or concerns with the contractor's performance directly to the coordinator.
 - b. Appropriate departments shall maintain documentation generated concerning the contractors performance.
 - c. Accounting shall verify and document the acceptability of services via signatures from the trade organizations.

E. CONTRACTOR SELECTION AND EVALUATION

1. Health and safety program and illness/injury review.
 - a. ABC Shipyard shall:
 - 1) Mail the "Contractor Health and Safety Evaluation Form" (Appendix A) to candidate contractors prior to the date of that company's initial award.
 - 2) Require the contractor to provide this information prior to award.
 - 3) Select only contractors who have been evaluated and approved by Health and Safety.
 - 4) Require contractors to provide an annual update using the evaluation form.

- b. Health and Safety shall:
 - 1) Review contractor health and safety programs listed on the evaluation form as applicable to the type work at ABC Shipyard.
 - 2) Review the contractor's health and safety programs and historical data using the "Contractor Historical Evaluation Criteria" (Appendix B) and the Contractor Health and Safety Program Administrative Evaluation" (Appendix C).
 - 3) Communicate results of this review to appropriate departments (with specific reasons for any unacceptable rating).
 - c. In those cases where a prospective contractor does not meet the criteria for entry into the site, ABC Shipyard may elect to develop an appropriate action plan to permit entry.
2. Health and safety field performance review.
- a. Coordinators shall perform regular, documented inspections of job sites using the "Contractor Health and Safety Inspection Form (Appendix E).
 - 1) The coordinator shall pay special attention to:
 - (a) items reviewed during orientation, and
 - (b) specific job hazards.
 - 2) Coordinators shall document non-compliance where appropriate.
 - b. Other ABC Shipyard employees who inspect contractor health and safety field performance shall provide the coordinator with documentation of that inspection. This includes:
 - 1) employee-directed safety teams or committees, and
 - 2) Health and Safety Department personnel.
 - c. Coordinators shall require contractors to complete an accident report for all accidents involving property damage greater than \$1000 or personal injury requiring medical attention other than first aid.
 - 1) Coordinators shall maintain a copy and forward a copy to the Health and Safety department.
 - 2) Coordinators shall require contractors to take corrective action and notify Health and Safety of the corrective action.
 - d. At intervals not to exceed six months, the coordinator shall summarize the health and safety performance of each assigned contractor using the "Coordinator Report on Contractor Health and Safety Field Performance Form" (Appendix F).
 - 1) Send a copy to Health and Safety, and
 - 2) Maintain the original and supporting documentation for six months.

3. Coordinators shall copy Health and Safety on any communication with contractors about their health and safety performance.

PART III - RESPONSIBILITIES

Below is a generic list of the common departments that may have responsibilities under this procedure.

- A. SECURITY
- B. TRAINING PROGRAMS AND SERVICES
- C. HEALTH AND SAFETY
- D. PURCHASING
- E. DEPARTMENTS/PROJECTS
- F. REQUISITIONERS
- G. COORDINATORS

(This section can be used to provide a brief summary of the responsibilities of the departments listed.)

Appendix A

Contractor Health and Safety Evaluation Form

Complete this form if employees of your company will perform work at ABC Shipyard
 If you have any questions, call _____ at ###-###-#### or _____ at ###-###-####.
 Mail this form to the Contractor Health & Safety Evaluation Program
 ABC Shipyard, (Place Address Here)

Company Name:	
Address:	
City/State/Zip:	
Chief Executive:	SIC Code:
Phone Number:	E-mail:
Type of work at ABC Shipyard:	

A. Health and Safety Contact

List the following information about the person who will oversee the health and safety aspects of your ABC Shipyard operations. This person must be competent to recognize health and safety hazards and have the authority to take corrective action.

Name:		Position:	
Phone:	Pager:	E-mail:	

B. Workers Compensation

1. **List** your Experience Modification Rates (EMR) for the last three policy years:

19__		19__		19__	
------	--	------	--	------	--

2. **Submit** documentation of these EMRs from your insurance company.

C. Injury Rates*

1. **Submit** copies of your OSHA 200 log summaries for the last three complete calendar years.

2. **List** the total number of management/employee hours worked for the last three complete calendar years:

19__		19__		19__	
Year	Hours Worked	Year	Hours Worked	Year	Hours Worked

***Provide** the above information for your entire firm (as the term is used in the "OSHA Blue Book" Recordkeeping Guidelines)

D. Subcontractor Operations

1. Submit a list of all subcontractors you plan to use at ABC Shipyard.

2. Copy this form for your subcontractors. Each subcontractor must complete and submit this form.

E. Health and Safety Programs

Read carefully and answer the following statements about your health and safety programs.

A. Arsenic	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include occupational exposure to arsenic.				
2. We have a written arsenic compliance program as required by 29 CFR 1910.1018.				✓
B. Asbestos	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include occupational exposure to asbestos.				
2. We have made our employees aware of the hazards of asbestos, and empowered them to stop work if they suspect an asbestos exposure is present.				
3. We have a written asbestos program detailing our procedures to develop an asbestos work plan.				✓
4. We will provide all work plans to ABC Shipyard for evaluation and approval prior to the commencement of asbestos operations.				
C. Confined Spaces	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include entering confined & enclosed spaces.				
2. We have a written confined space program to ensure full compliance with 29 CFR 1915 Subpart B.				✓
3. We have a written confined space program to ensure full compliance with 29 CFR 1910.146.				✓
D. Hazard Communication	Yes	No	N/A	Submit Copy
1. We have a written hazard communication program in compliance with 29 CFR 1910.1200.				✓
2. We shall provide MSDSs for all hazardous materials used at ABC Shipyard, and the annual quantity used.				
E. Hearing Conservation	Yes	No	N/A	Submit Copy
1. Our work at ABC Shipyard will include working at sound levels above 85 dBA TWA.				
2. We have a hearing conservation program as required by 29 CFR 1910.95, which includes sound level monitoring, audiometric testing and employee training.				✓
F. Lead	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include occupational exposure to lead above 30 µg/m ³ (TWA).				
2. We have considered paint removal and hot work.				
3. We have a written lead program which requires the development of a lead work plan for operations at ABC Shipyard.				✓
4. This program maintains compliance with 29 CFR 1910.1025, and/or 1926.62 as applicable.				

5. We will provide all work plans to ABC Shipyard for evaluation and approval prior to the commencement of lead operations.				
G. Lockout-Tagout	Yes	No	N/A	Submit Copy
1. We have a written hazardous energy control program for shipboard operations to ensure consistency and cooperation with the ABC Shipyard program.				✓
2. We have a written hazardous energy control program for non-shipboard operations which details how we comply with 29 CFR 1910.147.				✓
H. New Employee Orientation	Yes	No	N/A	Submit Copy
1. We have a written program for new employee orientation.				✓
I. Periodic Safety Meetings	Yes	No	N/A	Submit Copy
1. We have a written program for periodic safety meetings.				✓
2. We will include the ABC Shipyard Health & Safety Publication in these meetings when performing work at ABC Shipyard.				
3. We document participation in these meetings.				
J. Personal Protective Equipment	Yes	No	N/A	Submit Copy
1. We have a written PPE program as required by 29 CFR 1910.132 and/or 29 CFR 1915.152.				✓
2. We have completed job hazard assessments as required by 29 CFR 1910.132(d)(1) and/or 29 CFR 1915.152(b)..				
3. We have selected PPE for our employees based on these hazard assessments.				
4. We have provided and documented PPE training as required by 29 CFR 1910.132(f)(1) & (2) and/or 29 CFR 1915.152(e)(1) & (2).				
K. Powered Industrial Trucks	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include Powered Industrial Trucks (forklifts).				
2. We have a written program that complies with 29 CFR 1910.178 and/or 29 CFR 1926 Subpart O.				✓
L. Respiratory Protection	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will expose employees to areas where respirators are required.				
2. We have a written respirator program which complies with requirements of 29 CFR 1910.134.				✓
M. Rigging and Crane Safety	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include rigging and/or crane operations.				
2. We have a written program which ensures that we comply with either 29 CFR 1915 Subpart G (for all maritime operations) or 29 CFR 1910 Subpart N and/or 29 CFR 1926 Subpart N (for all other operations) and includes: a. Rigging and crane operating procedures.				✓

b. Procedures to ensure safe operation.				
c. Methods to ensure operators are trained & qualified.				
d. A method to ensure all equipment is appropriately certified.				
N. Safety Program Documentation	Yes	No	N/A	Submit Copy
1. All safety program documentation is available for review by ABC Shipyard				
O. Scaffolding and Fall Protection	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include elevated work sites, five (5') feet or more above the floor, deck, or working surface that an employee could fall to.				
2. We have a written program which ensures our employees are protected when working at elevated heights that complies with 29 CFR 1915 Subpart E (for maritime operations) or 29 CFR 1910 Subparts D and F and/or 29 CFR 1926 Subparts L, M and X (for all other operations).				✓
3. Our employees have been trained on the use of fall protection and fall arrest systems.				
P. Self-Inspections	Yes	No	N/A	Submit Copy
1. We have a written workplace inspection program.				✓
2. Inspections and corrective actions are documented.				
Q. Trenching and Excavating	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include trenching and/or excavating activity.				
2. We have a written program that complies with 29 CFR 1926 Subpart P.				✓
R. Welding, Burning and Cutting	Yes	No	N/A	Submit Copy
1. Our operations at ABC Shipyard will include welding, burning or cutting.				
2. We have a written program that complies with 29 CFR 1915.14 and Subpart D (for all maritime operations) or 29 CFR 1910 Subpart Q and/or 29 CFR 1926 Subpart J (for all other operations).				✓

As an officer of this company, I have evaluated the information provided on this form, and hereby certify that it is accurate and complete. Furthermore, I realize that:

- this information is required by ABC Shipyard for the purpose of appraisal of (potential) contractor's health and safety programs,
- this brief evaluation of contractor health and safety information is not exhaustive, and
- ABC Shipyard will not be responsible if a contractor's performance or programs are later found to be deficient, whether by OSHA, ABC Shipyard, or through accident or illness.

Signature: _____ **Date:** _____

Position: _____

Appendix B

Contractor Historical Evaluation Criteria

- A. **Experience Modification Rate (EMR)** - A rate developed by worker's compensation insurance carriers to measure the performance of an insured.
1. The contractor must provide their documented EMRs for the three most recent policy years. (Their insurance company should provide documentation.)
 2. The contractor must meet the following criteria as set by ABC Shipyard. (Host site should develop and insert criteria here. National EMR average for a contractor's industry equals 1.0.)
 3. If a contractor has no EMR they will be evaluated on other information.
- B. **Total Case Rate (TCR)** = (Number of Cases) x 200,000/Number of Hours Worked
1. Where:
 - a. Number of Cases = Total number of OSHA recordable injury/illness cases from the OSHA 200 Log.
 - b. Number of Hours = Number of hours worked by all employees during the calendar year.
 2. Standard Industrial Classification (SIC) - A classification system developed by the US Office of Management and Budget for classification of establishments by type of work.
 3. The contractor must provide their total employee hours worked and copies of their OSHA 200 log summaries for the last three calendar years. ABC Shipyard will calculate the Total Case Rate (TCR).
 4. The contractor must have a TCR which meets one of the following criteria as set by ABC Shipyard:
 - 1) TCR guidelines – Large companies (companies with total employee hours on a three-year average of 100,000 hours or more). (Host site should develop and insert TCR criteria for large companies here.)
 - 2) TCR guidelines – Small companies (companies with total employee hours on a three-year average of 100,000 hours or less). (Host site should develop and insert TCR criteria for small companies here.)

*Total Case Rates trend higher for small companies due to the impact of a few accidents on the rates.

Appendix C

Contractor Health and Safety Program Administrative Evaluation

This evaluation should be used by the Health and Safety Department during the selection and evaluation process to determine if the contractor's safety and health programs address the major elements in selected federal regulations. The list of programs contained in Table 1 may not include all federal, state, or local regulatory requirements applicable to a contractor's operations. In some cases (e.g. welding, cutting, & heating) a written program may not be required by federal regulation, however it is consider a standard best management practice to have written procedures.

Instructions:

Step 1 - Complete Table 1 to establish and summarize which programs are applicable to the contractor's work.

Step 2 – Complete Table 2

- a. If the contractor's operations require a program and he does not have a written program, check the box under "No" for "Written Program" and move to the next program.
- b. If the contractor's operations require the program and they have a written program, check the box under "Yes" for "Written Program" and review the program for the basic elements and mark appropriate box. *
- c. If the program is not applicable, check the "N/A box for "written program".

Step 3 – Review the results of the program evaluation with the contractor coordinator and contractor.

*All program elements may not be required by the contractor. Program elements are only required if the contractor's operations generate the hazard the element addresses.

Table 1: Program Applicability

Programs	Yes	No
1. Abrasive Blasting		
2. Arsenic Work		
3. Asbestos Work		
4. Confined Space		
5. Fall Protection		
6. Hazard Communication		
7. Ladders		
8. Lead		
9. Lockout/Tagout		
10. Noise/Hearing Conservation		
11. Powered Industrial Trucks		
12. Personal Protective Equipment		
13. Respiratory Protection		
14. Rigging and Crane Safety		
15. Staging/Scaffolding		
16. Welding, Cutting and Heating		

Table 2: Evaluation of Program Elements		Element Adequately Addressed?		
1. Abrasive Blasting		Yes	No	N/A
A.	Written program (If element is not present, move to next program.)			
B.	Equipment used			
C.	Ventilation			
D.	Grit used *			
E.	Surface paint sampling			
F.	Additional OSHA standards addressed (if applicable due to grit or paint contents)			
G.	Training			
H.	Protective work clothing and equipment			
I.	Respiratory protection			
J.	Exposure monitoring (dependant on grit type)			
K.	Clean-up and waste disposal			
L.	Personal hygiene procedures/facilities			
* Recommendation: Prohibit grits with significant free silica content where employee exposures are possible.				

2. Arsenic Work		Yes	No	N/A
A.	Written program (If element is not present, move to next program.)			
B.	Demarcation of regulated work areas			
C.	Exposure monitoring (initial and periodic)			
D.	Control procedures			
E.	Work practices			
F.	Respiratory protection			
G.	Protective work clothing and equipment			
H.	Hygiene facilities and procedures			
I.	Training			
J.	Medical surveillance			

3. Asbestos Work		Yes	No	N/A
A.	Written program (If element is not present, move to next program.)			
B.	Training			
C.	Worker/supervisor/etc. accreditation and/or licensing (if applicable)			
D.	Regulated areas			
E.	Exposure monitoring			
F.	Control procedures – equipment			
G.	Work practices			
H.	Respiratory protection			
I.	Protective work clothing and equipment			
J.	Hygiene facilities and procedures			
K.	Personnel notification (for work where other than contractor personnel are present)			
L.	Procedure for releasing (clearing) work area			
M.	Medical surveillance			

4. Confined Space		Yes	No	N/A
A.	Written program (If element is not present, move to next program.)			
B.	Competent persons			
C.	Precautions before entering confined spaces			
D.	Training of confined space entrants			
E.	Training/Attendants			
F.	Exchange of hazard information between employers			
G.	Cleaning and cold work			
H.	Hot work			
I.	Maintenance of safe conditions			

5. Fall Protection	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Training (body harness and position devices)			
C. Competent persons			
D. Criteria for installation of vertical and horizontal lifelines			
E. Criteria for the use of a safety harness			
F. Inspection criteria before issue of body harness and safety harness			

6. Hazard Communication	Yes	No	N/A
A. Written Program (If element is not present, move to next program.)			
B. MSDS management:			
1. Acquisition			
2. Data base maintenance			
3. Updates			
4. Access for employees			
5. Availability to other employers & employees			
C. Labeling			
D. Training			

7. Ladders	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Inspection criteria (before installation, before use)			
C. Installation/securing			
D. Construction methods			

8. Lead	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Initial sampling			
C. Periodic monitoring			
D. Employee training			
E. Protective work clothing and equipment			
F. Medical surveillance			
G. Ventilation measurements			
H. Demarcation of regulated lead work areas			
I. Respiratory protection program			
J. Hygiene facilities			

9. Lockout/Tagout	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Energy control procedure			
C. Placement, removal, and transfer of locks & or tags			
D. Testing to ensure energy is control			
E. Type of control devices:			
▪ One specific type			
▪ Durable			
▪ Standardized			
▪ Identify the employee			
F. Annual documented audit			
G. Training (authorized and affected employees)			
H. Retraining			
I. Communication (affected employees)			
J. Test or positioning equipment (jog mode)			
K. Outside personnel (notification requirements)			
L. Group control devices			
M. Shift/personnel changes			

N. Removal of lock/tag by someone other than the individual who placed the device.			
CFR 1915 Shipboard			
A. Controls for valves from dead boiler to live system			
B. Warning signs:			
▪ Employees are working in boilers			
▪ Jacking gear has been engaged			
▪ In main engine room prior to working on propeller			
C. Jacking gear:			
▪ Steam driven – Valves secured prior to working on the main engine.			
▪ Electric – To be de-energized prior to working on main engine.			

10. Noise/Hearing Conservation	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Equipment/noise controls (if applicable)			
C. Protection threshold/When hearing protection required			
D. PPE selection			
E. Periodic exposure monitoring			
F. Employee training			
G. Audiometric testing			

11. Powered Industrial Trucks	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Modification approvals			
C. Hazardous atmosphere/location operations (if applicable)			
D. Fueling or battery handling, storage, and charging			
E. Ambient lighting			
F. Exhaust controls			
G. Loading/unloading precautions			
H. Operator training			
I. Truck operations			
J. Truck inspection			

12. Personal Protective Equipment	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. General Requirements			
▪ Provision and use of equipment			
▪ Hazard assessment			
▪ Defective and damaged equipment			
▪ Reissued equipment			
▪ Training			
C. Eye and face protection			
D. Respiratory equipment			
E. Head protection			
F. Foot protection			
G. Hand and body protection			
H. Lifesaving equipment			
I. Electrical protective equipment			
J. Appropriate dress for work areas			
K. Care and maintenance			
L. Contractors, vendors, visitors and other representatives			

13. Respiratory Protection	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Respirator selection			

C. Medical evaluations			
D. Fit-testing			
E. Respirator use			
F. Maintenance and care			
G. Breathing air quality and use			
H. Identification of filters, cartridges, and canisters			
I. Training			
J. Program evaluation			
K. Recordkeeping			

14. Rigging and Crane Safety	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Inspection criteria/lifting gear			
C. Inspection criteria/crane (initial, frequent, periodic)			
D. Inspection criteria/running rope			
E. Operator daily check list			
F. Training (Rigger and crane operators)			
G. Crane testing program			
H. Maintenance program			
I. Equipment modification			

15. Staging/Scaffolding	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Inspection criteria			
C. Training/erection and dismantling			
D. Training/competent persons			
E. Design criteria			
F. Safe working load criteria			
G. Suspended scaffolds			
H. Guardrail system criteria			
I. Access to staging/scaffolding criteria			

16. Welding, Cutting and Heating	Yes	No	N/A
A. Written program (If element is not present, move to next program.)			
B. Mechanical ventilation, general			
C. Hot work			
D. Ventilation (welding, cutting and heating in confined spaces)			
E. Ventilation (welding, cutting and heating metals of toxic significance)			
F. Ventilation (inert-gas metal-arc welding)			
G. Ventilation for general welding, cutting and heating			
H. Residues and cargoes of metallic ores			
I. Fire prevention			
J. Welding, cutting and heating when preservative coatings are present			
K. Welding cutting and heating hollow metal containers and structures			
L. Gas welding and cutting			
M. Arc welding and cutting			
N. Eye and face protection			

Appendix D

Non-Employee Orientation

The orientation for contractors, subcontractors, customers and visitors, may include the following:

1. Emergency phone numbers
2. Description of hazards and precautions required
3. Personal protective equipment requirements
4. Hazardous materials labeling procedures
5. Hazard Communication program
6. Description of program for addressing violations of procedures
7. Description of emergency evacuation procedures

Additional information pertaining to other programs also may be included. Examples can include:

- Security
- Radiological Hazards
- Specific shipyard rules
- Hours of operation
- Traffic regulations
- Etc.

Appendix E

Contractor Health and Safety Inspection Form

Company Name:	Date / Time:
Job location:	Type of work:
Coordinator:	

Check all programs that apply to contractor's operations

A. Hazard Communication	L. Machine Guarding
B. Personal Protective Equipment	M. Rigging & Crane Safety/Material Handling
C. Respiratory Protection	N. Powered Industrial Trucks
D. Staging or Scaffolding	O. Confined Spaces
E. Fall Protection	P. Lockout/Tagout General
F. Ladders	Q. Shipboard Tagout
G. Welding, Cutting, and Heating	R. Non-shipboard Lockout/Tagout
H. Working/Walking Surfaces	U. Arsenic/Blasting
J. Electrical	V. Asbestos
K. Hand and Portable Power Tools	W. Lead

All "No" answers must be explained on the "Comments" sheet and include the section and numerical reference.

N/O = Not Observed

A. Hazard Communication	N/O	Yes	No
1. Are containers of hazardous materials labeled?			
2. Are flammables, corrosives, reactives, & compressed gases stored separately?			
3. Are materials stored and dispensed away from drains or drain accesses?			
4. Are hazardous materials disposed of properly?			

B. Personal Protective Equipment	N/O	Yes	No
1. Are employees wearing ANSI-approved hard hats, safety glasses and safety shoes?			
2. Are employees exposed to high noise operations wearing hearing protection?			
3. Are employees performing hot work wearing long sleeves, welding gloves and proper eye protection?			
4. Are employees wearing secondary eye protection when performing fragment-generating jobs?			

C. Respiratory Protection	N/O	Yes	No
1. Are employees using the proper respirators?			
2. Are employees clean-shaven?			
3. Are respirators in good condition?			
4. Are employees working nearby and exposed to the same hazards using respirators?			

D. Staging or Scaffolding	N/O	Yes	No
1. Does staging above 5 feet have handrails?			
2. Does staging above 10 feet have handrails and toeboards (if required)?			
3. Is staging used to support only workers, tools and materials for the job?			
4. Does staging have a minimum 2-board width?			
5. Are stage boards in good condition with no gaps?			
6. Is proper access to staging provided?			

E. Fall Protection	N/O	Yes	No
1. Is fall protection provided for employees at heights above 5' or when operating a manlift?			
2. Did a Competent Person install or approve the attachment point?			

F. Ladders	N/O	Yes	No
1. Are portable ladders in good condition (no damaged rungs, etc.)?			
2. Are areas at the base of ladders clear of debris?			
3. Do ladders extend 36 inches above the top level accessed?			
4. Are ladders secured to prevent displacement?			
5. Do ladder bases extend out at least ¼ of the ladder height?			

G. Welding, Cutting, and Heating	N/O	Yes	No
1. Have coatings (paint/primer) been tested for hazardous materials (lead, etc.)?			
2. Are toxic coatings stripped back at least four (4) inches?			
3. Is respiratory protection provided for all employees exposed to welding/burning hazards?			
4. Are fire watches designated where required?			
5. Are combustible materials moved away from the hot work area or protected?			
6. Is fire extinguishing equipment immediately available in the work area?			
7. Is local exhaust ventilation used at a minimum in enclosed and confined areas?			
8. Are ventilation tubes positioned as close to the work as feasible?			
9. Is exhaust air discharged to open air and away from other sources of intake?			
10. Are chlorinated solvents kept 200 feet away from an exposed arc?			
11. Are fuel gas cylinders restricted from confined spaces?			
12. Are fuel gas cylinders stored properly?			
13. Are welding operations screened?			
14. Are rods removed from electrode holders and leads de-energized when unattended?			

H. Working/Walking Surfaces	N/O	Yes	No
1. Are walking/working surfaces clear of tripping hazards?			
2. Are surface openings and holes properly guarded?			
3. Are lines out of the exit pathways?			
4. Are exits clearly marked?			
5. Are aisles and paths to exits clear of debris and other tripping hazards?			

J. Electrical	N/O	Yes	No
1. Are extension cords and temporary wiring in good condition?			
2. Are receptacles grounded?			
3. Do electrical switches identify what they control?			
4. Are flammable liquids and gases kept a safe distance away from electrical ignition sources?			
5. Are energized electrical components properly guarded?			

K. Hand and Portable Power Tools	N/O	Yes	No
1. Are guards in place (grinders)?			
2. Is compressed air used for manual cleaning regulated to less than 30 psi. if equipment is dead ended?			

L. Machine Guarding	N/O	Yes	No
1. Are guards in place on machinery, shafts, pinch points, power transmission, etc.?			
2. Are pedestal grinders guards provided and adjusted properly?			

M. Rigging and Crane Safety / Material Handling	N/O	Yes	No
1. Are crane operators qualified?			
2. Have equipment inspections been completed?			
3. Is rigging equipment (slings, chains, hooks) in good condition?			
4. Are inspections up-to-date?			
5. Is the load capacity marked on each crane, hoist?			
6. Does a warning device sound whenever a crane lifts, lowers, or carries a load?			
7. Are loads prevented from being transported over employees?			
8. Is a tag line or pole used when the load could swing or requires guidance?			

N. Powered Industrial Trucks	N/O	Yes	No
1. Are forklift operators qualified?			
2. Have equipment inspections been completed?			
3. Is the load capacity marked on forklift?			
4. Does a warning device sound when a forklift backs up?			

O. Confined Spaces	N/O	Yes	No
1. Was a confined space permit completed and posted prior to entry?			
2. Is confined space monitoring conducted?			
3. Is ventilation provided?			

P. Lockout/Tagout General	N/O	Yes	No
1. Have hazardous energy sources (electrical, mechanical, thermal, etc.) been de-energized/isolated?			

Q. Shipboard Tagout	N/O	Yes	No
1. Are ABC Shipyard red danger tags hung on the energy isolation devices (valve handle, breaker, etc.)?			
2. Is the name and telephone number of the contractor company included on the red danger tag?			

R. Nonshipboard Lockout/Tagout	N/O	Yes	No
1. Have contractor employees working on the system applied an ABC Shipyard red danger tag and personal lock?			
2. Is the name & telephone number of the contractor company included on the red danger tag?			

U. Arsenic/Blasting	N/O	Yes	No
1. Is the blast grit identified? (Silica sand grits are not to be used)?			
2. Have arsenic levels been evaluated for worst case blasting operations?			

V. Asbestos	N/O	Yes	No
1. Are workers licensed?			
2. Has Health & Safety approved the work plan?			
3. Does contractor know what to do if damaged material is encountered?			

W. Lead	N/O	Yes	No
1. Has a work plan been completed, reviewed, and approved by ABC Shipyard?			
2. Are respirators in use, maintained, and properly stored?			
3. Is monitoring provided for lead exposure?			
4. Is PPE provided?			
5. Are work controls provided for the operation?			

Comments

[illegible]

Appendix F **Coordinator Report on Contractor Health and** **Safety Field Performance**

Must be completed semi-annually
or prior to contract expiration

ABC Shipyard
100 Apple Pie Street
Anywhere USA, 12345

Contractor information: Company name:		
Address:		
City:	State:	Zip code:
Health and safety contact:		Phone:
Type of work performed at NNS:		
Location:		

Type of safety equipment used: <input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety shoes <input type="checkbox"/> Other:	<input type="checkbox"/> Hearing protection <input type="checkbox"/> Respirator – type: <input type="checkbox"/> Hard hat
--	---

Injury/illness performance: Did the contractor have any occupational injuries or illnesses while at ABC Shipyard?
--

Safety Performance: Did contractor have any documented violations of health, safety or environmental rules while at ABC Shipyard? If yes, explain:

Injury/illness disruption performance. Did contractor create any conditions that resulted in injury or illness to ABC Shipyard employees or work stoppages at ABC Shipyard? If yes, explain:

Form completed by:	Dept.	Date:
--------------------	-------	-------

Additional comments may be placed on the back of this form.

Comments

[illegible]

Appendix G

Contractor Health and Safety Program Audit

Department/Project:	Location(s):
Department/Project Representative:	
Auditor:	Audit Date:

Question (Reference)	Special Instructions	Responsibility	N/A	Yes	No	Comments
I. CONTRACTOR MANAGEMENT GENERAL						
a. Does the department/site use contractors? “Contractor” is defined as a company or individual contracting with ABC Shipyard to perform work at ABC Shipyard facilities. This does not include leased employees or customer contractors. “Production Work” is defined as - Operations which involve hazards to personnel, such as construction, demolition, hot work, blasting, painting, material handling, working with hazardous materials or equipment and any other similar operations.	If no, this questionnaire does not apply. If yes, continue.	Affected Departments				
II. PROCEDURES						
A. General						
a. Do contracts contain the “All Laws Clause” (Part II, A.1.a & b)	Select and review a random sample of contracts	ABC Shipyard				
b. Are work stoppages due to unsafe work practices documented? (Part II, A.2)		Coordinators				
c. Have procedure revisions been approved by Health and Safety? (Part II, A.3)		Health and Safety				
d. Do contracts prohibit use of ABC Shipyard equipment unless called for in the contract? (Part II, A.4.a)	Check any observed use of ABC Shipyard equipment against the contract.	ABC Shipyard				
e. Do contracts require contractors and leased employees to supply PPE? (Part II, A. 4. b)	Select and review a random sample of contracts	ABC Shipyard				

Question (Reference)	Special Instructions	Responsibility	N/A	Yes	No	Comments
f. Has ABC Shipyard documented action taken against ship's crew or their contractors? (Part II, A.5.a & b)		Coordinators				
g. Do purchase orders indicate who will supervise leased employees? (Part II, A.6.a)	All purchase orders shall list who will supervise leased employees.	ABC Shipyard				
h. Do purchase orders require the supplier of leased employees to report all OSHA recordable injuries to ABC Shipyard? (Part II, A.6.b)		ABC Shipyard				
i. Have leased employees' social security numbers been reported to ABC Shipyard? (Part II, A.6.c.1)	This information shall be provided to ABC Shipyard, prior to beginning of work.	Coordinator				
j. Is the date that a leased employee stops work reported to ABC Shipyard? (Part II, A.6.c.2)		Coordinator				
k. Are leased employees' labor hours and injury information maintained by ABC Shipyard? (Part II, A.6.d)	The purchasing company shall maintain leased employee hours and injury information. Verify OSHA 200 information.	Health and Safety and Human Resources				
l. Are supervisors completing an ABC Shipyard accident report for accidents involving leased employees? (Part II, A.6.e)		Coordinator				
B. NON-EMPLOYEE ORIENTATION						
a. Are contractors, customers & visitors required to take part in non-employee orientation? (Part II, B.1.a)		Host Department, coordinators and Security Department				
b. Are requests to waive the orientation documented & approved by Health and Safety? (Part II, B.1.b)		Host Department, coordinators and Security Department				
c. Is orientation completed prior to individuals obtaining a site pass? (Part II, B.2.a)		Security Department				
d. Is the orientation current and site specific? (Part II, B.2.b)		Training Department				
e. Did Health and Safety approve the Health and Safety material in the current orientation material? (Part II, B.2.c)		Health and Safety				

Question (Reference)	Special Instructions	Responsibility	N/A	Yes	No	Comments
f. Has Health and Safety reviewed new health and safety orientation material prior to changes being made? (Part II, B.2.d)	Are change notices provided?	Health and Safety				
g. Has Health and Safety reviewed the orientation material periodically? (Part II, B.2.e)	Is documentation provided?	Health and Safety				
h. Has Health and Safety approved non-standard orientation processes? (Part II, B.3)		Health and Safety				
C. DEPARTMENTAL RESPONSIBILITIES						
a. Is Health and Safety provided the following prior to the start date of the contract? (Part II, C.1.a, b, c, and d) <ul style="list-style-type: none"> Name of contractor Coordinator & alternate Description of work Project start date 		Coordinators				
b. Does the operating department, trade, or project assign coordinators? (Part II, C.2)		ABC Shipyard				
c. Is a coordinator or alternate available during the entire contract? (Part II, C.3.a)		Coordinators				
d. Are coordinators monitoring contractor's operations? (Part II, C.3.b)		Coordinators				
D. CONTRACTOR COORDINATOR RESPONSIBILITIES						
a. Do coordinators monitor contractor's compliance with health and safety standards and regulations? (Part II, D.1.a)	Verify coordinator training. Inspect work site to verify compliance.	Coordinators				
b. Do coordinators communicate work place hazards to contractors? (Part II, D.1.b)	Verify communication methods.	Coordinators				
c. Do coordinators restrict movement and/or access of the contractor? (Part II, D.1.c & d)	Interview contractors	Coordinators				
d. Do coordinators communicate the requirements for hot and cold work permits to contractors? (Part II, D.1.e)	Verify communication methods.	Coordinators				
e. Do coordinators communicate the requirements for dealing with essential systems (electrical, steam)? (Part II, D.1.f)	Verify communication methods.	Coordinators				
f. Do coordinators provide material and tool passes for supplier materials? (Part II, D.1.g)	Verify issuance of passes	Coordinators				

Question (Reference)	Special Instructions	Responsibility	N/A	Yes	No	Comments
g. Do contractors hold monthly safety meetings? (Part II, D.2.a)	Verify Health and Safety information is used and meeting is documented. Coordinator should attend.	Contractors & Coordinators				
E. CONTRACTOR SELECTION & EVALUATION						
a. Are contractors provided & have they returned the evaluation form prior to the awarding of the contract? (Part II.E.1.a.1 & 2)	The contractor should have the Evaluation form completed and returned prior to the initial award	ABC Shipyard				
b. Are contractors being used who have not been evaluated or did not meet the evaluation standards? (Part II, E.1.a.3)	If so, verify business need & documented reason why.	ABC Shipyard				
c. Are current contractors evaluated annually? (Part II, E.1.a.4)	If no, verify if contractor is currently used.	Health and Safety				
d. Is Health and Safety evaluating contractors per program guidelines? (Part II, E.1.b.1 & 2)	Verify evaluation process for regulatory program elements and historical data.	Health and Safety				
e. Does Health and Safety communicate evaluation results? (Part II, E.1.b.3.)	Compare random files	Health and Safety				
f. Are there action plans on file to bring contractors who do not meet the selection criteria into compliance? (Part II, E.1.c)	Primarily used with program issues. Action plan should be documented and verified.	Health and Safety				
g. Are coordinators completing documented job site inspections? (Part II, E.2.a.1)	Inspections shall be documented and retained on file.	Coordinators				
h. Are coordinators documenting non-compliance issues found during site inspections? (Part II, E.2.a.2)	Documentation should be retained in contractor's file.	Coordinators				
i. Have employees other than the coordinator reported contractor non-compliance issues? (Part II, E.2.b)	Who does the inspections & are they documented?	Coordinators				
j. Are contractors completing an accident/incident report when an accident occurs? (Part II, E.2.c)	Reports shall be completed for accidents involving property damage of more than \$1000 or personal injury requiring medical attention greater than first aid.	Coordinator				

Question (Reference)	Special Instructions	Responsibility	N/A	Yes	No	Comments
k. Do coordinators maintain a copy of the accident/incident report? (Part II, E.2.c.1)	Coordinator should have copies of contractor accident reports on file for future trend analysis.	Coordinator				
l. Do coordinators forward a copy of the accident/incident report to Health and Safety? (Part II, E.2.c.1)		Coordinator				
m. Have coordinators required corrective action? (Part II, E.2.c.2)	Correction action should be documented on the accident report.	Coordinator				
n. Has Health and Safety been provided documentation of corrective action taken for non-compliance issues? (Part II, E.2.c.2)		Contractors				
o. Have coordinators completed reviews of the contractor's performance? (Part II, E.2.d)	Reviews should be completed every six months and documented in file.	Coordinators				
p. Are six-month evaluations sent to Health and Safety? (Part II, E.2.d.1)		Coordinators				
q. Are contractor evaluations maintained on file for six months? (Part II, E.2.d.2)		Coordinators				
r. Has Health and Safety been copied on communications between coordinators and contractors related to health and safety performance? (Part II, E.3)		Coordinators				

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